REPUBLIKA NG PILIPINAS

KAGAWARAN NG PANANALAPI

# KAWANIHAN NG INGATANG-YAMAN

(BUREAU OF THE TREASURY)

INTRAMUROS, MAYNILA 1002

*Funding the Republic*

***Adjustment Approval Form***

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| **Date of Request:** | **Bank:** |  | **Name of Agency:** |
|  |  | | **Organization Code:** |
| **Type /Details of Supporting Document/s:** | **Details/Other Concerns:**  Account No. credited: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Correct Bank Account Details to be credited:**  Account Name:  Account Number:  Bank and Branch:  Bank Branch Address: | | |
| **Date of Deposit/Remittance:** |
| **Reason for Adjustment:** |
| **Amount:** |
| **Endorsed by:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Preparer Name/Designation      **------------------------------------------------------------­­­­­­­­­­­­­­­­­­­­­­­ ­­­­­**  ***This portion is for* BTr-National Cash Accounting Division (NCAD)**  **Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **NCAD Validation:**  *Per NGCDS Report Transaction/s was/were credit to:*  Clearing Account No: \_\_\_\_\_\_\_\_\_  Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Organization Code: \_\_\_\_\_\_\_\_\_\_\_  Funding Source Code: \_\_\_\_\_\_\_\_\_  NCO Code:  Amount:  **Approved by:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *BTr Accounting Service Director* | **Recommending Approval:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Authorized Representative /Designation  **-----------------------------------------------------------------------**    ***This form shall be accomplished:***  To adjust collections subject for refund due to over/double posted remittance, and erroneous deposit in the BTr account *via over-the-counter NCO remittance*  ***Note: This form must be accompanied by written request with supporting attachment from the concerned bank & must be in conformity with the Specific Guidelines, item III Adjustments of the Treasury Circular No. 02-2022 dated May 31, 2022.*** | | |
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